

Division of Youth Services (DYS)
Community Youth Career Development Center Services
Request for Proposals (RFP) (CYCDC#0001)
Questions and Answers

1. What is the funding amount per county?

Answer: No maximum amount has been set. The county funding will be determined by the number of proposal submissions by county.

2. If you are writing a proposal for multiple counties can you submit one proposal and budget to include all the counties?

Answer: No, the proposer should submit one proposal per service area if the proposer is requesting to provide services in more than one county.

3. What is the staff qualification? Will staff be required to have Masters, Bachelors, or any degree?

Answer: The staff qualifications will be determined by the proposer with the approval of the funding division.

4. How many youth should we serve per contract year?

Answer: Since this is a new (pilot) project the number of youth per county is not known at this time.

5. List 3 contracts or projects under which services in scope size, or discipline were performed or undertaken?

Answer: Give the name and contact information for 3 contracts that your organization has or had that is similar in scope, size and discipline to this project.

6. What is the staff ratio to per youth?

Answer: 1 to 10

7. The question is use of “multiple locations” Should a proposer submit a separate proposal for each county to be served?

Answer: Each county program is to have its own building or site for which services are rendered.

8. Would it be prudent to define the service areas in the proposal by counties with specified geographic locations within the narrative response?

Answer: Yes, if the county’s population and area is large enough to sustain several programs.

9. The scope of services does not state that a Clinician is required in the RFP.
a.) Can our L.C.S.W. operate in the same capacity, which was conduct individual, group, and family interventions?
Answer: No, no counseling services are allowed in this program.
b.) Can she continue as a contracted employee or does she have to become a case manager as a salaried employee?
Answer: No, no counseling services are allowed in this program. If a person is currently a counselor in another program yes he/she can be hire as a case manager.
c.) Has a ceiling amount been established for the funds for each county?
Answer: No
10. In the “Description of Services” section does “non-profit” include non-profit institutions of higher learning (community colleges, colleges, universities)?
Answer: Yes.
11. If the completed 2015 audit is available is the letter referenced in paragraph 3 still required?
Answer: Yes
12. If all related past performance are MDHS programs who should we contact at MDHS to get letters of collaboration. Also, should the letters say anything in particular?
Answer: The letters of collaboration are between the program provider and those in that community who will collaborate with the program provider, not MDHS who is the funding agency.
13. What is the estimated funding amount per year for a center?
Answer: The estimated funding amount, per year, for a “center” will be determined by the proposer.
14. No RFP reference - Is there a range (number) of participants a center should serve each year?
Answer: No
15. Is there a limit on how much we can request? If so, how much?
Answer: No, funding will be allotted based upon availability.
16. On page 3, under Description of Services #1, is it required that we provide all the services that are mentioned or can we focus on any particular area, such as GED preparation?
Answer: All services listed in the proposal are required.
17. Is this program aimed to provide students (referred by the local school) with employment to assist in the programs that we currently offer or is it for the proposer to provide the services to the students that need assistance in the services that you have listed as well as homework?

18. **Answer: It is it for the proposer to provide the services to the students that need assistance in the services that we have listed as well as homework?**
19. What is the total budget for the program?
Answer: MDHS has a total of approximately 15 million for the entire state.
20. Description of services states that youth can be referred by the youth services counselor and local law enforcement, but also states that the funds CANNOT be used to provide services to children in the juvenile justice system. Please clarify.
Answer: Funds cannot be used pre-adjudicated or adjudicated youth. The referral from the Youth Services Counselor will be based on the need of a youth not in the juvenile justice system who is referred by a parent/guardian, community, etc.
21. Description of services states the proposer should be able to teach vocational areas such as woodwork, auto mechanics, welding, cooking, sewing, small engine repair, marine mechanics, upholstery, cosmetology, and business and office skills. Please clarify to what degree the proposer must do this.
Answer: This can be a collaborative effort or basic or introductory teaching using a curriculum and/or lesson plan.
22. Description of services states youth shall attend sessions on a regular basis. Can the services be court ordered? What consequences can there be if the youth does not attend on a regular basis if not court ordered?
Answer: No, services cannot be court ordered. The proposers will decide optional consequences and rewards for attendance.
23. Description of services states that Youth Services Staff shall be assigned to work with CYCDC and will monitor and report progress. Who is the Youth Services Staff? How will this be carried out?
Answer: Youth Service Counselors. The programs will submit monthly youth progress reports listing their progress in school, the program, etc.
24. Description of services states that CYCDC will offer monthly follow-up for youth who have completed the program. How long is initial program expected to be?
Answer: The initial program is expected to be 6 months to one (1) year.
25. Description of services states funds cannot be used for entertainment costs. Does this also exclude any type of field trip that is educational in nature?
Answer: No
26. The proposer must respond to the scope of services. Is there a section designated as the scope of services?
Answer: Page 15 of the RFP, Section 4 Proposal Elements B asks the proposer to provide a narrative description of services. The Scope of Service should be listed in this section.

27. The proposer must provide the project clients for reference purposes. Would “project clients” be the organization who provided the funds for the grant or persons served in the grant?

Answer: No, these are those who contracted your services.

28. On page 13 under Proposal Preparation, there is a detailed description of how to catalog the narrative. Does this directive cover only A and B of proposal Elements?

Answer: Yes

29. On page 15 under Proposal Elements, it states that worksheets would be provided. When will the worksheets be available?

Answer: June 16, 2016

30. Are public school districts eligible to apply? (ref. “non-profit organizations”)

Answer: Yes.

31. Does the phrase “multiple locations” refer to multiple projects or must program provider deliver services at multiple sites?

Answer: Both. Multiple counties and if the county is large enough multiple sites within a county.

32. Can the cost of transportation be included in the budget for the project or does the program provider have to provide that separately? (ref. “The program provider will provide transportation to and from the program services site.”)

Answer: Yes, transportation can be included within the budget.

33. In the statement “The package shall be marked with the proposal opening date and time...” should that read “closing date and time”?

Answer: No

34. Is Exhibit E for information purposes only, or does the proposal need to include it somehow?

Answer: Information Purpose.

35. What would satisfy “certified copies?” We are a public school district, so would copies of policy statements from our school district policy manual be sufficient for this requirement?

Answer: Yes

36. Certifications of Compliance and Assurances. It calls for 5 Certifications and Assurances documents. I only see 4 attached to the RFP: i.e. Exhibit I Standard Assurances and Certifications, Exhibit J MDHS Subgrant/Contract Manual Acceptance Form, Exhibit K Board Member’s Notification of Liability, Exhibit L Minority Vendor Self Certification Form. What is the 5th one?

Answer: Exhibit I (Standard Assurances and Certifications) contains five sections:

- I. Lobbying**
- II. Suspension and Debarment**
- III. Drug Free Workplace**
- IV. Unresolved Monitoring Findings**
- V. Certification of Adequate Fidelity Bonding**

The other exhibits (J, K, & L) are additional requirements.

37. Is there a page limit to the project narrative in the proposal and/or to the entire proposal package?

Answer: No

38. Is there not an estimated award amount?

Answer: No. There is not an estimated award amount.

39. If a proposer would like to provide services in a number of counties/areas, does MDHS prefer to have one proposal encompassing all areas proposed to be served or one proposal per proposed service area?

Answer: One proposal per service area is need if a proposer would like to provide services in a number of counties.

40. Are there specific areas in which MDHS desires services to be offered such as a “highest priority” area? If so, what are those area(s)/community (ies)?

Answer: No

41. Should the service area be composed of an entire county or can a specific area within a county be targeted?

Answer: Either.

42. RFP states that follow-up services are to be provided for up to one year. Is there a requirement on the length of time a youth is to be enrolled in the program? Is there a minimum expectation for the attending program (i.e. X number of days per week or month)?

Answer: No

43. Does MDHS have a standard to measure what would be classified as completing the program or is that up to the individual program to make that determination?

Answer: The proposer will establish a curriculum which includes requirements for completion for the program.

44. Is there a minimum staff to youth ratio that needs to be maintained as a part of this program?

Answer: 1 to 10

45. If computer equipment is needed for youth training services, does the grant allow for computer equipment leasing or is all equipment to be purchased?

Answer: Yes, purchased.

46. If buses are needed for transporting youth, does the grant allow for leasing of buses? If it is required that all equipment be purchased, does the grant allow for the purchase of used buses and what would be the guidelines for purchasing used buses?

Answer: Yes. Yes. The State of Mississippi Purchasing Guidelines.

47. Page 21, item C says that 3 letters of collaboration must be included in the proposal. Should that have stated 3 letters of recommendation since it is focused on a record of past performance?

Answer: No, it should state 3 letters of collaboration. These are those you will work with to accomplish the mandates of this project.

48. Is Indirect cost rates allowed under this grant? If so, is it allowable for both direct and administrative costs and what is the limit for the indirect cost rate?

Answer: Indirect costs are allowed if you have a federally approved indirect cost rate. It is only allowed for direct costs.

49. On page 5 of the RFP under statement 5 it states we give the names and telephone numbers of project clients for references, are you asking that we give the name of actual clients that have been served by the programs that we are listing? This listing can be quite extensive.

Answer: These are your reference contacts not those served.

50. On page 5 for statements 6 and 7 what type of acknowledgement should we provide to verify these?

Answer: Acknowledgment of the statement and verification that you have read the statement and will abide by it.

51. Is there are a targeted number of participants that we should be looking to serve?

Answer: No

52. How do we gauge a proposed funding level?

Answer: Based upon the level of service you plan to provide.

53. As it relates to submitting the résumés, qualifications, etc. for staffing if we are seeking to hire for these positions and do not have names, should we just provide the qualifications we are seeking in potential candidates?

Answer: Yes.

54. Is there a maximum page limit for the program narrative?

Answer: No

55. What does MDHS consider the definition of a “parent corporation” and “subsidiary corporation”?

Answer: The company or organization that oversees your operation or the company or organization that you oversee.

(a) What factors would determine this?

Answer: A parent company is a company that controls other, smaller businesses by owning an influential amount of voting stock or control. Parent companies are typically larger firms that exhibit control over one or more small subsidiaries in either the same industry or complimentary industries. Parent companies can be either hands-on or hands-off with subsidiaries, depending on the amount of managerial control given to subsidiary managers.

(b) Would MDHS consider our National Organization to be a “Parent Corporation”

Answer: It depends on the where your National Organization stands in the definition above.